

# Curriculum Vitae

**AYAZ AHMED**

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 Apartment E-504 Saima Square One Mall Residency Block-10A, Stadium Road Gulshan-e-Iqbal, Karachi

## **CAREER OBJECTIVE:**

Seeking a management position in the Procurement / Contract Administration of a reputed organization to utilize and extend my professional expertise for the growth and development of the organization and to lift my professional acumen to a new level of excellence for the mutual benefit.

## **PROFILE SUMMARY:**

Ayaz Ahmed is a highly qualified, internationally trained and experienced professional, graduated from a reputable engineering university; he has done his Master in Construction Management for Sustainable Development from Coventry University United Kingdom (UK).

His extensive experience, national/international training and academic qualification have given him a high degree of confidence and maturity in handling critical issues, stress and time management. He has been instrumental in managing the procurement process, contract award and its subsequent administration in a transparent, competitive and efficient manner. His experience in Contract Administration includes the role of Project Coordinator and Contracts Engineer. Under this role he carried out Claims Evaluation, Extension of Time Evaluation, Engineer's Decisions, Amicable Settlements, Preparation of Prequalification & Bid Documents As per PEC, ADB, JICA, World Bank & SPPRA Based and Follow the Rules & Regulations. His computer skills and language proficiency in English is highly advanced and enables him to effectively communicate with all types of stakeholders including international bidders, government officials, donor agencies, companies, individuals and the community organizations etc. He enjoys working in a team and takes lead in team-building and facilitation.

His Experienced in Highways include the role of Junior Engineer, Highway Engineer, Design Engineer, etc. Under this role, he carried out Highway Design, Design Reviews and Coordination of the design teams from Concept through to Detail Design and Construction Supervision.

Being a staunch follower of the rules and regulations, he has always shown due diligence in conducting the procurement process, contract award and its execution to bring value for money to the organizations he has been working for successful completion of capital civil works/ infrastructure contracts Karachi Neighborhood Improvement Project.

## **PROFESSIONAL EXPERIENCE:**

Position/Tenure	Job Description
<b>Procurement &amp; Contract Management Specialist</b> [2 <sup>nd</sup> August 2021 to Present]	Responsible for assisting PIU on all procurement-related matters, providing quality procurement advice maintaining the highest degree of integrity and ethical standard. Key responsibilities include the following:

<p>Solid Waste Emergency &amp; Efficiency Project – <b>(SWEEP)</b>, Karachi Pakistan (World Bank funded)</p>	<ul style="list-style-type: none"> <li>• Work under the guidance of the Program Director (PD) in implementing all aspects of procurement under the project.</li> <li>• Develop a procurement plan for goods, works and services under the project, and update the Plan as and when needed (at least quarterly) through the World Bank's Systematic Tracking of Procurement Exchanges system (STEP). Upload and update the procurement transactions using STEP.</li> <li>• Assist the implementing agency to prepare an invitation for bids, request for expressions of interest, bidding documents, request for proposals, evaluation reports, contracts, and other documents concerning procurement of works, goods, and consultants' services following the Bank's procurement framework and regulations. This would be done in coordination with the respective technical officers/specialists who will provide major inputs for TORs/Specifications.</li> <li>• Uploading &amp; updating of Procurement plan, documents and NOL from World Bank through Systematic Tracking Exchange in Procurement (STEP) of World Bank;</li> <li>• Provide operational advice on concepts, policies, and procedures for international and local procurement matters.</li> <li>• Update PPSD as and when essential</li> <li>• Assist in procurement matters of the project to ensure consistent application of the Procurement/ Consultants' Regulations of the World Bank.</li> <li>• Help PIU to address the procurement-related complaints, which will include (a) review of the complaints vis-à-vis the respective procurement processes and documents, (b) participation in discussions that PIU members may have with complainants and (c) register complaint in STEP database with subsequent follow-up.</li> <li>• Work as a member of the bid/ proposal evaluation committee.</li> <li>• Closely monitor the procurement activities of the Procurement Plan and the procurement approval process of the Government.</li> <li>• Prepare a quarterly report on procurement status and procurement risk mitigation framework and arrange submission of the same to World Bank for review.</li> <li>• Act as a contract management focal point for awarded contracts.</li> <li>• Conduct diagnostic analyses on status of implementation, delays, inefficiency, etc. in the system, and provide recommendations to improve the same, if required.</li> <li>• Prepare contract management checklist and suggest improvement in contract administration by different contractors at different sites.</li> <li>• Report any possibility of contract variation.</li> <li>• Report on the implementation of sustainability factors in procurement and contract management, including economic, social and environmental considerations.</li> <li>• Closely liaise with the Manager Technical Civil, Environmental Safeguard Specialist and Social Safeguard Specialist for vetting and approval of any technical document before initiation of the procurement process.</li> <li>• Any other task assigned by the Program Director/project management as and when required</li> </ul>
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**Procurement & Contract  
Management Specialist**

[1<sup>st</sup> July 2020 to 31<sup>st</sup> August 2021]

Competitive & Livable City of  
Karachi – (**CLICK**), Karachi  
Pakistan (World Bank funded)

Responsible for assisting PIU on all procurement-related matters, providing quality procurement advice maintaining the highest degree of integrity and ethical standard.

Key responsibilities include the following:

- Work under the guidance of the Program Director (PD) in implementing all aspects of procurement under the project.
- Develop a procurement plan for goods, works and services under the project, and update the Plan as and when needed (at least quarterly) through the World Bank's Systematic Tracking of Procurement Exchanges system (STEP). Upload and update the procurement transactions using STEP.
- Assist the implementing agency to prepare an invitation for bids, request for expressions of interest, bidding documents, request for proposals, evaluation reports, contracts, and other documents concerning procurement of works, goods, and consultants' services following the Bank's procurement framework and regulations. This would be done in coordination with the respective technical officers/specialists who will provide major inputs for TORs/Specifications.
- Uploading & updating of Procurement plan, documents and NOL from World Bank through Systematic Tracking Exchange in Procurement (STEP) of World Bank;
- Provide operational advice on concepts, policies, and procedures for international and local procurement matters.
- Update PPSD as and when essential
- Assist in procurement matters of the project to ensure consistent application of the Procurement/ Consultants' Regulations of the World Bank.
- Help PIU to address the procurement-related complaints, which will include (a) review of the complaints vis-à-vis the respective procurement processes and documents, (b) participation in discussions that PIU members may have with complainants and (c) register complaint in STEP database with subsequent follow-up.
- Work as a member of the bid/ proposal evaluation committee.
- Closely monitor the procurement activities of the Procurement Plan and the procurement approval process of the Government.
- Prepare a quarterly report on procurement status and procurement risk mitigation framework and arrange submission of the same to World Bank for review.
- Act as a contract management focal point for awarded contracts.
- Conduct diagnostic analyses on status of implementation, delays, inefficiency, etc. in the system, and provide recommendations to improve the same, if required.
- Prepare contract management checklist and suggest improvement in contract administration by different contractors at different sites.
- Report any possibility of contract variation.
- Report on the implementation of sustainability factors in procurement and contract management, including economic, social and environmental considerations.
- Closely liaise with the Manager Technical Civil, Environmental Safeguard Specialist and Social Safeguard Specialist for vetting and

	<p>approval of any technical document before initiation of the procurement process.</p> <p>Any other task assigned by the Program Director/project management as and when required</p>
<b>Position/Tenure</b>	<b>Job Description</b>
<p><b>Assistant Contract and Procurement Specialist</b></p> <p>[25 January 2018 – 30 June 2020]</p> <p>Karachi Neighborhood Improvement Project – <b>KNIP</b>, Karachi Pakistan (World Bank funded)</p>	<p>Responsible for Procurement of all types and volumes of goods, works and services by applying various procurement methods in accordance with World Bank Guidelines/Regulations and national Public Procurement Rules.</p> <p>The main responsibilities include following:</p> <ul style="list-style-type: none"> <li>• Prepare, monitor and review the Procurement Plan matching with the project needs and ensure timely completion of all the procurement activities;</li> <li>• Assist Project team in preparation technical specifications/ToRs of the required goods, works and services;</li> <li>• prepare and issue various documents required at different stages of procurement cycle e.g. REOs, RFPs, IFBs, RFQs, bidding documents, evaluation reports, minutes of contract negotiations, contracts and various internal processing documents required to facilitate decision making;</li> <li>• Maximize the efficiency of the procurement cycle by providing the strategic expert advice and implement necessary controls ensuring transparency and cost effectiveness of all procurement under the Projects;</li> <li>• Address all tax/duties matters associated with procurement of goods, works and services in consultation with the Finance Section;</li> <li>• Monitor the progress of the procurement activities by periodically updating the Procurement Plans and maintain the updated Contract Roster;</li> <li>• Develop appropriate procedures, controls, rules and checks preventing fraud and corruption in the procurement process;</li> <li>• Coordinate capacity building/training initiatives among various stake holders of the projects;</li> <li>• Assist various procurement audits and reviews by ensuring that all the procurement documentation is done efficiently and systematically to provide complete track of the procurement cycle;</li> <li>• Draft and finalize the contract award notifications and the subsequent detailed contract agreement;</li> <li>• Manage the contracts with special focus on payments, variations and claims;</li> <li>• Assist senior management in conflict resolution, arbitration and litigation during the execution and/or after the completion of the contracts;</li> <li>• Close the contracts in accordance with the contract provisions after settlement of all the outstanding financial, technical and administrative issues if any;</li> <li>• Prepare, review and present the progress reports;</li> <li>• Maintain database of the contractors, consultants and vendors.</li> </ul>

<b>Procurement &amp; Contract Engineer</b> [Dec 15 – Jan 2018] M/S EA Consulting Pvt (Ltd.)	<ul style="list-style-type: none"> <li>• Contract Administration, Management, Proposals, Claims</li> <li>• Preparation of Prequalification &amp; Tender Documents (ADB, PEC, SPPRA &amp; PPRA Based)</li> <li>• Evaluation of Prequalification Documents and Bids Evaluation including Report</li> <li>• Claims Evaluation &amp; Extension of Time Evaluation</li> <li>• Rate Analysis</li> <li>• Price Adjustment Claims (Escalation)</li> <li>• Preparation of Financial and Technical proposals</li> <li>• Develop, implement and drive the procurement strategies in order to meet cost savings targets.</li> <li>• Create monthly performance reviews and reports focusing on overall sourcing requirements.</li> <li>• Coordination with other departments</li> <li>• Coordination with Site Supervisory Staff and Client</li> <li>• Preparation of BOQ and Engineer's Estimate</li> <li>• Understand work scope, quantity and familiar with logical sequences in terms of engineering, manufacturing and construction disciplines.</li> </ul>
<b>Highway Engineer</b> [Feb 2012 – Sept 2014] M/S EA Consulting Pvt (Ltd.)	<ul style="list-style-type: none"> <li>• Preparation of Prequalification &amp; Tender Documents</li> <li>• Coordinate with vendor on continuous quality improvement.</li> <li>• Preparation of Preliminary Design</li> <li>• Preparation of Detailed design</li> <li>• Preparation of Construction drawings</li> <li>• Coordination with other departments</li> <li>• Coordination with Site Supervisory Staff and Client</li> <li>• Design review and vetting</li> <li>• Preparation of BOQ and Engineer's Estimate</li> </ul>

#### EDUCATION:

2014 – 2015      **Master in Construction Management**  
Coventry University, United Kingdom [www.Coventry.ac.uk](http://www.Coventry.ac.uk)

2008 – 2012      **Bachelor of Engineering (Civil)**  
Mehran University of Engineering & Technology, Jamshoro Sindh, Pakistan [www.muett.edu.pk](http://www.muett.edu.pk)

#### INTERNATIONAL/ NATIONAL PROFESSIONAL COURSES/PIECES OF TRAINING:

2019      **"Massive Open Online Course" on Procurement Developed**  
(Conducted by the *Sindh Public Procurement Regulatory Authority*)

2018      **Systematic Tracking of Exchanges in Procurement (STEP) Training**  
(Online Conducted by World Bank)

#### PERSONAL DETAILS

• Father Name	:	Hussain Bux Shaik
• Nationality	:	Pakistani
• Date of Birth	:	15 March 1990
• Marital Status	:	Married

- C-NIC : 45203-6980772-5
- Passport Number : CD-5197723
- Languages : English, Urdu and Sindhi
- Computer Skills : MS Office (Power Point, Excel, Word, Project) etc.
- Countries visited : Italy, France, Germany, UK, USA, KSA and UAE